



**Basic Business License Information:**

**One Family Rental**

**NAICS CODE:** 531110-2

**NAICS DESCRIPTION:** This classification applies to you if you own and rent out single-family homes, town houses, duplexes, individual condominium units or individual rooms. You'll need to apply for a Basic Business License for each rental location. This classification does not include Apartment Houses (with three or more units) or Rooming House (with six or more occupants).

**Endorsement Class:** Housing - Residential

**Legal Authority:** DC Code: 47-2828; 47-2851 DC Municipal Regulation: Title 14 Chapter 2

**License Duration:** Two (2) Years

**License Available Online:** No

**Online Processing Fee:** N/A

**Category License Fee:** \$35.00

**Application Fee:** \$70.00

**Endorsement Fee:** \$25.00

**RAO Fee:** \$43.00 per unit

**Technology Fee:** 10 percent of total

**Payment Method**

If applying in person, you can pay for your Basic Business License (BBL) by cash, check, money order, or credit card at the Department of Consumer and Regulatory Affairs, Business License Center, 1100 4<sup>th</sup> Street, SW, 2<sup>nd</sup> Floor, Washington, DC 20024.

If applying by mail you can pay for your Basic Business License (BBL) by check or money order payable to "DC Treasurer" and submitted to:

Wells Fargo  
DCRA - Lockbox #91360  
P.O. Box 91630  
Washington, DC 20090

Federal Express Delivery:  
Wells Fargo Bank  
7175 Columbia Gateway Drive  
Lockbox 91360  
Columbia, MD 21046

All applicants for a Basic Business License must comply with the following DC Code requirements:

**Step-by-Step Application Requirements**

## **Step One: Zoning Compliance**

**Certificate of Occupancy/Home Occupancy Compliance for Zoning Regulations**  
No Certificate of Occupancy is required for one-family rental licenses.

## **Step Two: Corporate Registration**

### **Corporation Division Requirements**

If you are a corporation, partnership or limited liability company you must be registered in the District and in good standing. For instructions on how to register, please go to DCRA Corporate Registration Information Center or call the Corporation Division at (202) 442-4432.

If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the Certified Resident Agent Appointment Form.

Every corporation needs to have a registered agent office in the District of Columbia. This office can but does not need to be the same as your place of business. Foreign corporations doing business in DC need to certify that their named registered agent is duly authorized to represent that corporation.

If your business uses a Trade Name, you'll need to register the name with DCRA and indicate both the trade name and the official business name (including its corporation, LLC, or partnership classification) if applicable.

## **Step Three: Office of Tax and Revenue Registration (OTR)**

Before applying for your BBL, you'll also need to register your business with OTR and submit a copy of your tax registration certificate with your application. If you're not already registered, simply complete and file a Combined Business Tax Registration Application (Form FR500). You get all the necessary forms and submit your application online at the Business this can also be done online at the Business Tax Service Center. For more information, please call the Tax Customer Center at (202) 727-4829.

## **Step Four: Clean Hands Certification**

You'll also need to certify that you don't owe more than \$100 to the District of Columbia government as a result of fees, penalties, interest, or taxes through completion of a Clean Hands form provided in your BBL application package. Section G in the BBL EZ Form must be completed and signed for your application to be processed. A signed form from the Office of Tax and Revenue may also be required.

### **Step Five: Complete Basic Business License Application and Self Certification Form**

To make sure you get your BBL as quickly as possible, you must submit a properly completed BBL EZ Form after completing steps 1 through 4. All of your responses should be printed clearly in English.

### **Step Six: DCRA Housing Inspection**

A housing inspection approval is required post issuance of this license. After your license is issued, the DCRA Inspections Division will schedule an appointment time to inspect the premise for compliance to housing codes. You can find a sample Housing Inspection Checklist attached to this packet.

Failure to meet all requirements within forty-five (45) days from the date of license issuance may result in your Basic Business License being revoked, loss of paid fees, and additional administrative and civil penalties.

Violations of the code that are not listed on the checklist are subject to the issuance of a Notice of Violation.

If you currently have tenants residing in your property, you will need them to complete the BBL Inspection Tenant Consent Form before inspectors can enter the unit(s). The form is attached.

### **Step Seven: DHCD Rent Control Registration**

You must register the rental unit(s) with the Department of Housing and Community Development's Rental Accommodations Division (RAD) at 1800 Martin Luther King Jr. Avenue SE, Washington, D.C. 20020 as required by the Rental Housing Act of 1985. You will need to complete and attach a Rent Control Registration Form along with the Basic Business License Application or visit DHCD to submit forms and payment. You'll have to pay a \$43.00 RAO fee, per unit, per two-year period in addition to the license, application, and endorsement fees.

For more information on the regulation of rental housing and the Rental Housing Act of 1985, or to obtain a copy of the Tenant Guide to Safe and Decent Housing, please call the DHCD's Housing Services Center at (202) 442-4477.

**NOTE: You must complete the DCRA Licensing Application, Certificate of Occupancy Application and the tax registration process before going to DHCD.**

### **Step Eight: Additional Business Activities**

If you conduct more than one business activity (endorsement type), you'll need to indicate those activities on your BBL application. You might have any number of additional business activities connected to this particular license endorsement.